THE GLOBAL LANGUAGE OF BUSINESS

GS1 US User Portal

User Guide

October 30th, 2024

Table of Contents

GS1 US User Portal Overview 03

GS1 US User Portal Roles Defined 04

Basic User Information..... 06

GS1 US User Portal Set Up Email 07

Password Reset 08

General User Administrator Information..... 09

GUA Prefix Welcome Email 10

Add a New User and Assign Roles 11

Activate a New User (Additional Prefix) 14

Change Previously Assigned Roles 15

Edit Username or Email 16

Remove a User from a Company 17

Reassign Product and/or Location

Create/Manage Roles to a New User 18

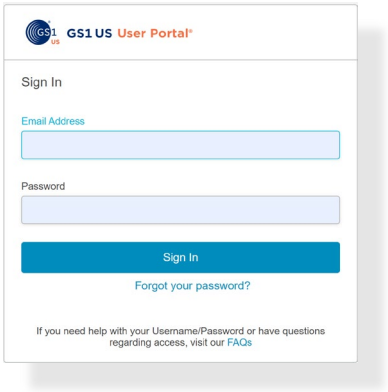
Support 19

GS1 US User Portal Overview

What is the GS1 US User Portal?

GS1 US User Portal authenticates users so they can gain access to key GS1 US tools, such as GS1 US Data Hub®.

Web address: **https://userportal.gs1us.org**



The login page displays.

Enter your myGS1us login credentials.

Benefits of the User Portal:

- Users assigned the "Administrator" roles can view all users and assign roles
- Companies can set up an unlimited number of users
- Each user can manage their own profiles and reset their password

The General User Administrator (GUA) Role

If you were the primary contact on the application to license a GS1 Company Prefix, GS1 US GTIN, or GLN in the GS1 US Store, you are automatically assigned the General User Administrator (GUA) role.

As the GUA, when you login to the User Portal and add additional users for your company. You can then assign specific GS1 US Data Hub roles to these users, so they can add and manage product and location data:

- **Product Administrator:** assign the Product Create/Manage role to users;
- **Product/Create Manage:** create and manage products and barcodes;
- **Location Administrator:** assign the Location Create/Manage role to users;
- **Location Create/Manage:** create and manage Global Location Numbers (GLNs).

A more detailed summary of each GS1 US role is provided on the next page.

GS1 US Administrator Roles

myGS1 US User

This role is assigned to any user who is the primary contact for an application to license a GS1 Company Prefix, GS1 US GTIN or GLN in the GS1 US Store. Likewise, if a user makes ANY other purchase in the GS1 US Store (for example, a course), this role is assigned. If a user enters a company email, and this email matches an existing user, the user can log in using the existing myGS1 US user ID and password.

General User Administrator (GUA)

This role is assigned to the user who was the primary contact on the application for the GS1 Company Prefix, GS1 US GTIN or GLN in the GS1 US store.

With this role, the user gains access GS1 US Data Hub® using the same credentials established during initial set up. The GUA can then add users and assign roles for this account.

GS1 US Data Hub Administrator Roles

GS1 US Data Hub Product Administrator

This user can assign this role to other users within their organization, as well as assign Product Create/Manage roles to others within their organization. A user with this role also gains access to the Enterprise settings, available in the Administration area. Learn more about Enterprise settings.

GS1 US Data Hub Location Administrator

This user can assign this role to other location users within their organization as well as assign Location Create/Manage roles to others within their organization.

GS1 US Data Hub Company Administrator

This role requires the Company View/Use subscription. This user can configure the GS1 US Data Hub | Company environment for your company.

General GS1 US Data Hub User Roles

These roles will vary based on the individual's GS1 US Data Hub subscriptions.

Product / Brand Owner User Roles

Product Create/Manage

This user can create and manage the company's products.

Product View/Use

This role requires the GS1 US Data Hub Product View/Use subscription. This user can query third-party product data in GS1 US Data Hub.

General GS1 US Data Hub User Roles *(continued)*

These roles will vary based on the individual's GS1 US Data Hub subscriptions.

Location User Roles

Location Create/Manage

This user can create and manage their company's locations.

Location View/Use

This role requires the GS1 US Data Hub Location View/Use subscription. This user can query third-party location data in GS1 US Data Hub.

Company User Role

Company View/Use

This role requires the GS1 US Data Hub Company View/Use subscription. This user can search for and verify global companies that have licensed a GS1 Company Prefix.

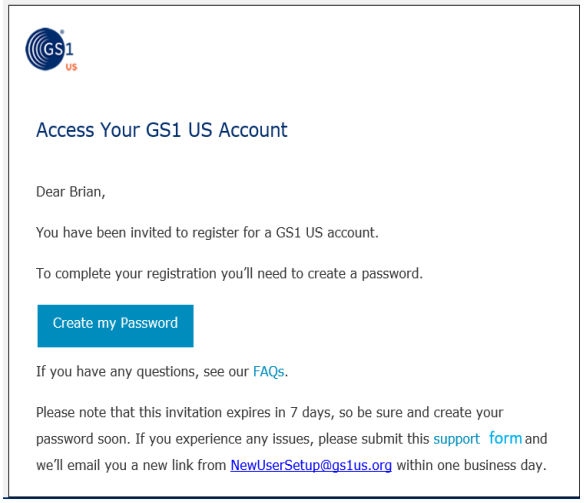
Solution Partner Role

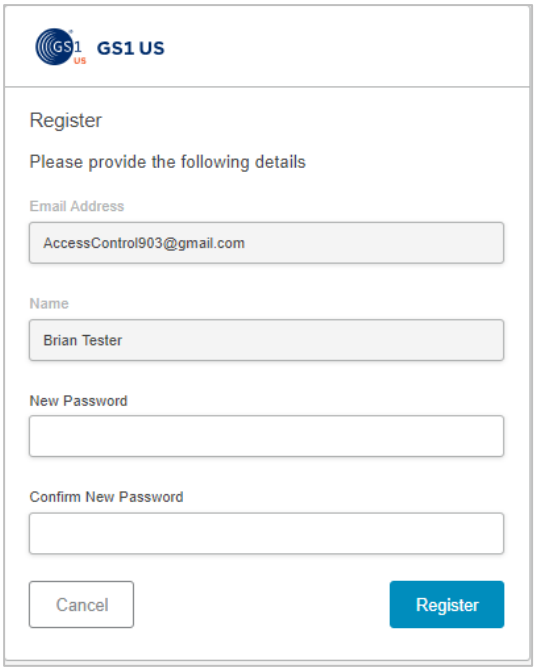
Allows the user of a GS1 US Solution Partner to gain access to Solution Finder tools.

GS1
US

GS1 US User Portal Set Up Email

When a user is created, either systematically as a result of joining GS1 US or when added by the General User Administrator, an email is sent to the new user's email address. The email address is the username and the password is set up by the user.



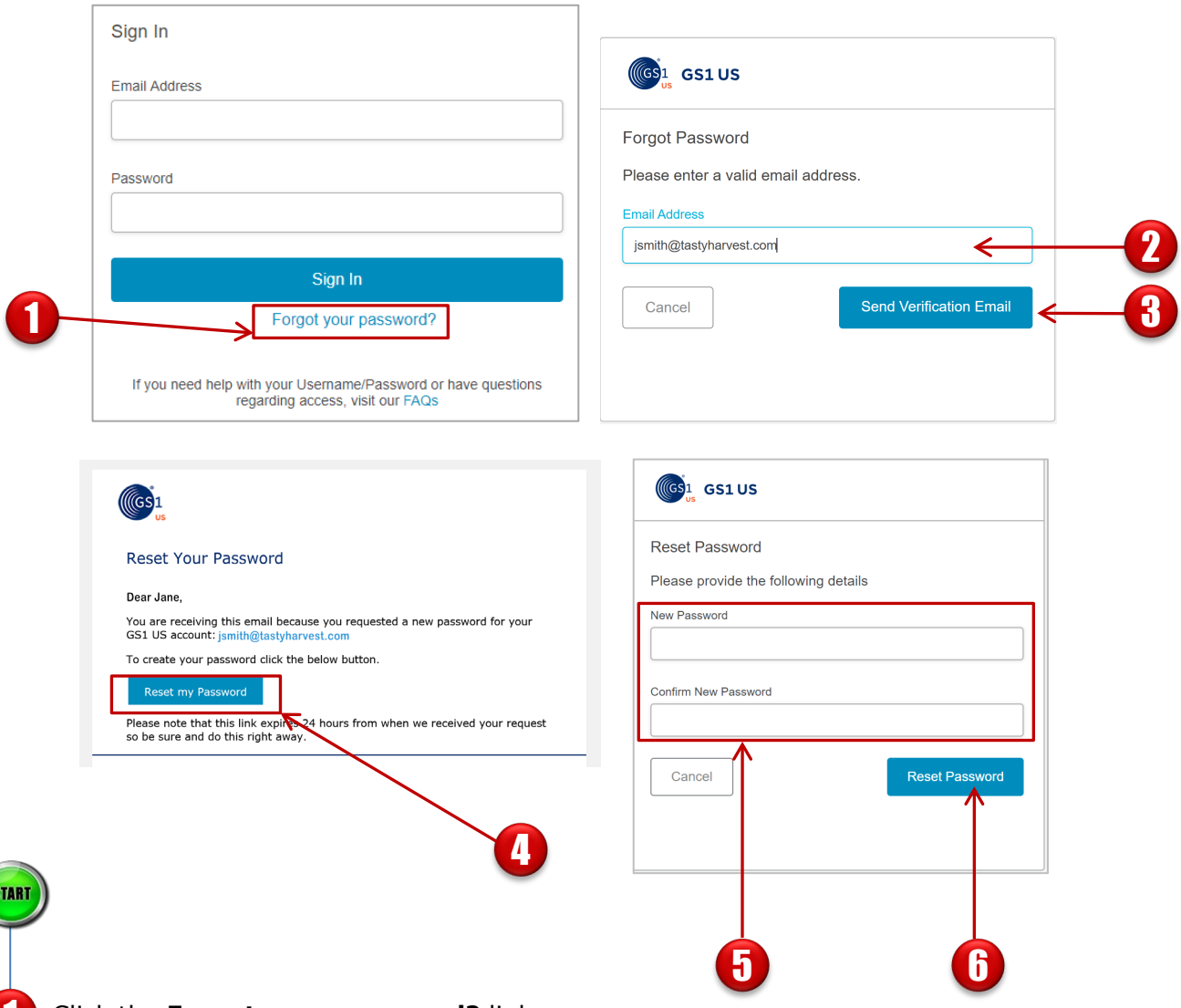


What are the requirements for my password?

Your password must be at least eight characters and contain at least one uppercase letter, one lowercase letter, and either one number or one special character.

Password Reset

If a user forgets their password, they can use the **Forgot Password?** link on the login screen to reset the password.



START

1. Click the **Forgot your password?** link.
2. Enter the email address of the user.
3. Click the **Send Verification Email** button
4. The user will receive a Password Reset email from **newusersetup@gs1us.org**. The user must click **Reset my Password** button in the email.
5. Enter and Confirm the new password.
6. Click the **Reset Password** button.

STOP

GS1
US

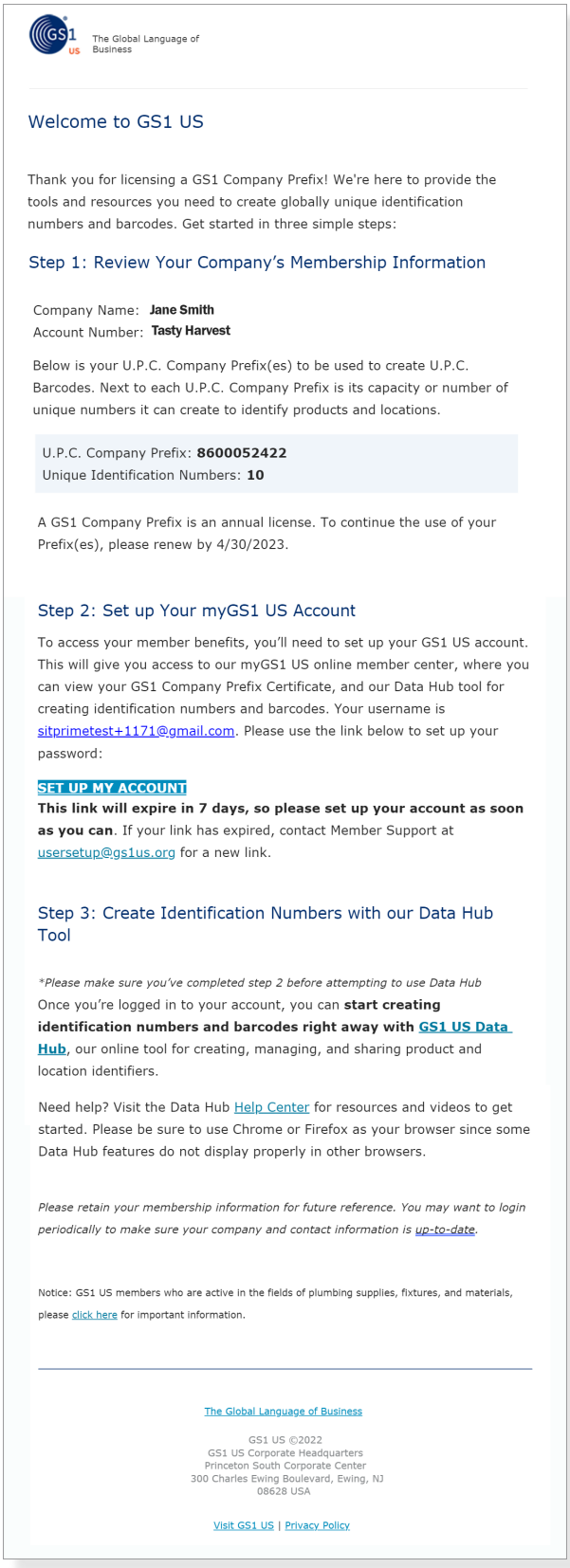
General User Administrator Prefix Welcome Email

When your company licenses a GS1 Company Prefix, the primary contact on the prefix application becomes the General User Administrator for that member company.

This user receives a welcome email from **newusersetup@gs1us.org**.

This email includes:

- Membership account information;
- Instructions to set up the myGS1 US account; and
- Instructions on using GS1 US Data Hub to manage products and locations.



GS1 US The Global Language of Business

Welcome to GS1 US

Thank you for licensing a GS1 Company Prefix! We're here to provide the tools and resources you need to create globally unique identification numbers and barcodes. Get started in three simple steps:

Step 1: Review Your Company's Membership Information

Company Name: **Jane Smith**
Account Number: **Tasty Harvest**

Below is your U.P.C. Company Prefix(es) to be used to create U.P.C. Barcodes. Next to each U.P.C. Company Prefix is its capacity or number of unique numbers it can create to identify products and locations.

U.P.C. Company Prefix: **8600052422**
Unique Identification Numbers: **10**

A GS1 Company Prefix is an annual license. To continue the use of your Prefix(es), please renew by 4/30/2023.

Step 2: Set up Your myGS1 US Account

To access your member benefits, you'll need to set up your GS1 US account. This will give you access to our myGS1 US online member center, where you can view your GS1 Company Prefix Certificate, and our Data Hub tool for creating identification numbers and barcodes. Your username is sitprimetest+1171@gmail.com. Please use the link below to set up your password:

SET UP MY ACCOUNT
This link will expire in 7 days, so please set up your account as soon as you can. If your link has expired, contact Member Support at usersetup@gs1us.org for a new link.

Step 3: Create Identification Numbers with our Data Hub Tool

**Please make sure you've completed step 2 before attempting to use Data Hub*
Once you're logged in to your account, you can **start creating identification numbers and barcodes right away with GS1 US Data Hub**, our online tool for creating, managing, and sharing product and location identifiers.

Need help? Visit the Data Hub Help Center for resources and videos to get started. Please be sure to use Chrome or Firefox as your browser since some Data Hub features do not display properly in other browsers.

Please retain your membership information for future reference. You may want to login periodically to make sure your company and contact information is up-to-date.

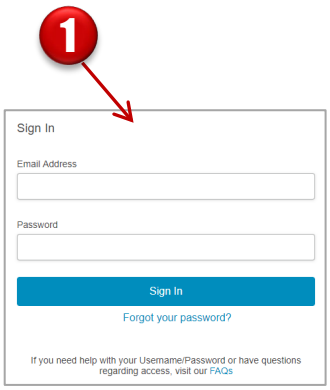
Notice: GS1 US members who are active in the fields of plumbing supplies, fixtures, and materials, please click here for important information.

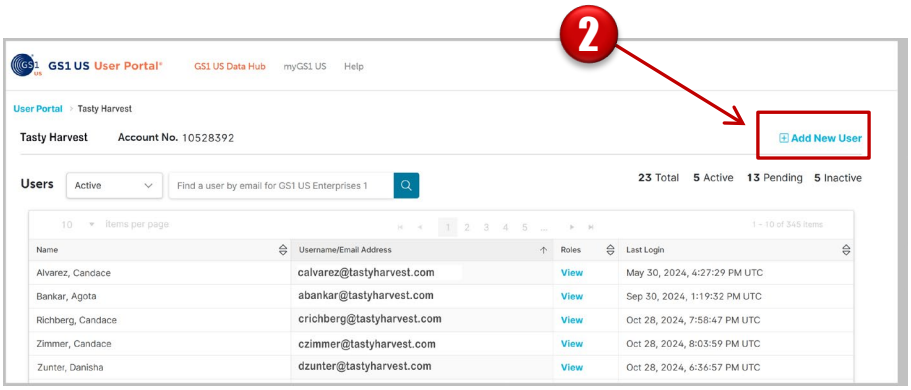
The Global Language of Business

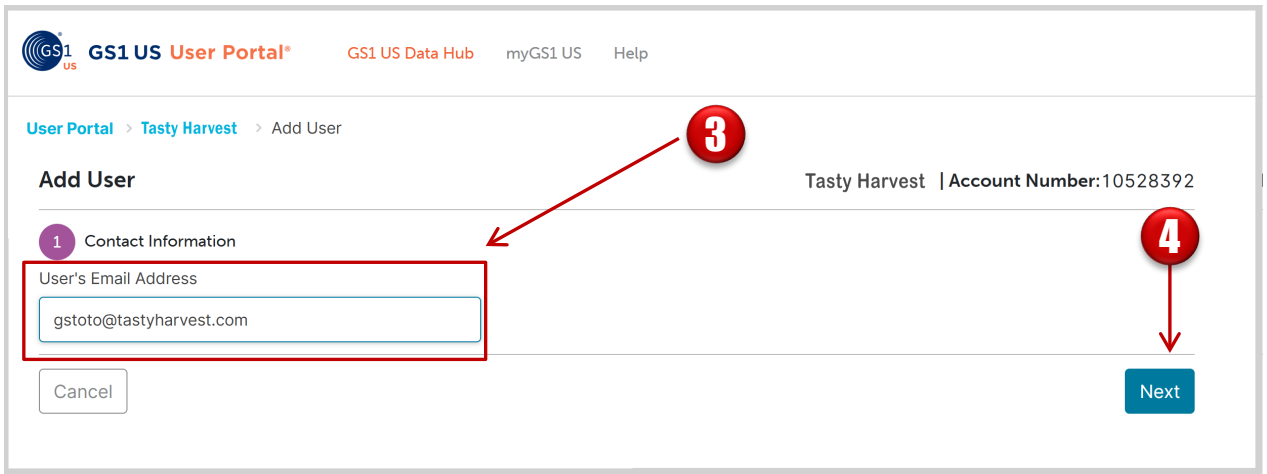
GS1 US ©2022
GS1 US Corporate Headquarters
Princeton South Corporate Center
300 Charles Ewing Boulevard, Ewing, NJ
08628 USA

Visit GS1 US | Privacy Policy

General User Administrator - Add a New User and Assign Roles



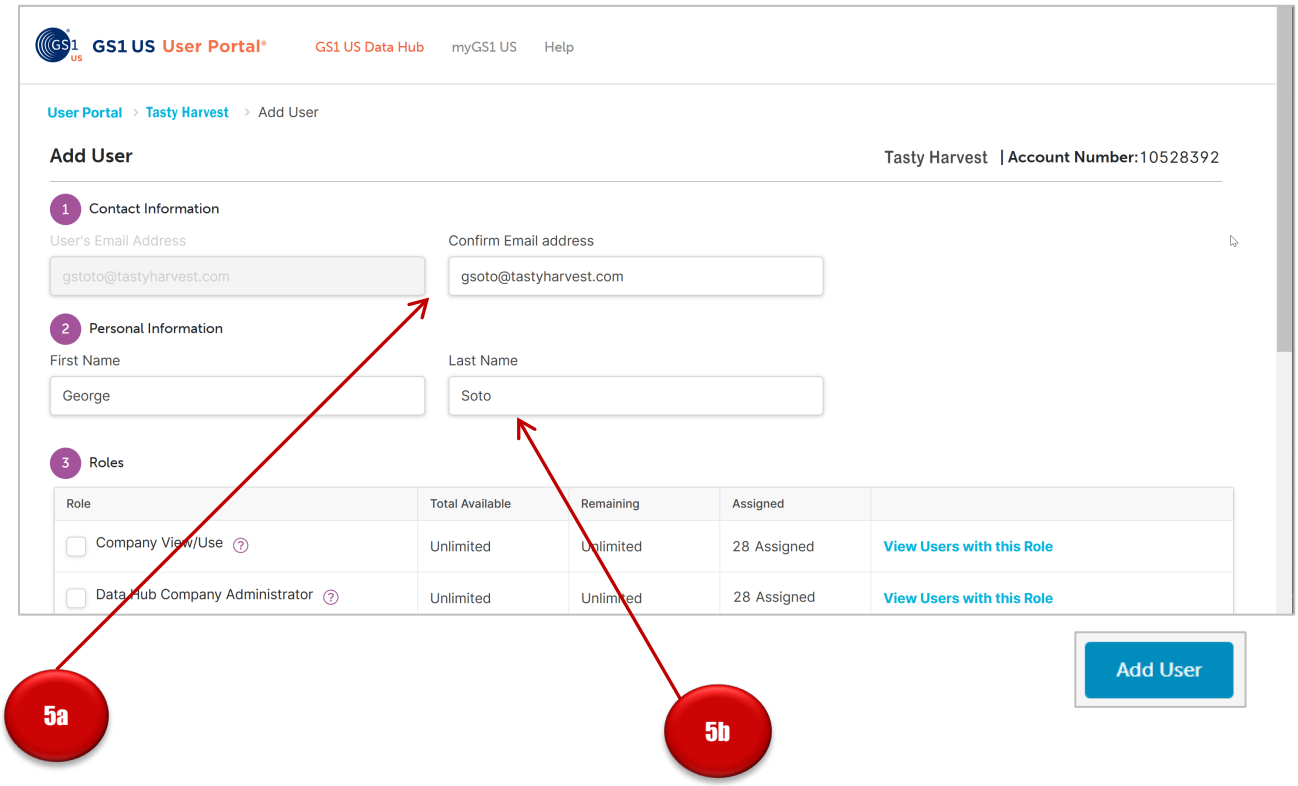




START

1. Log in to the GS1 US User Portal (**https://userportal.gs1us.org**).
2. From the home page for your company, click **+ Add New User**.
3. Enter user's email address. This will perform a check to see if it is already active.
4. Click **Next**.

CONTINUE

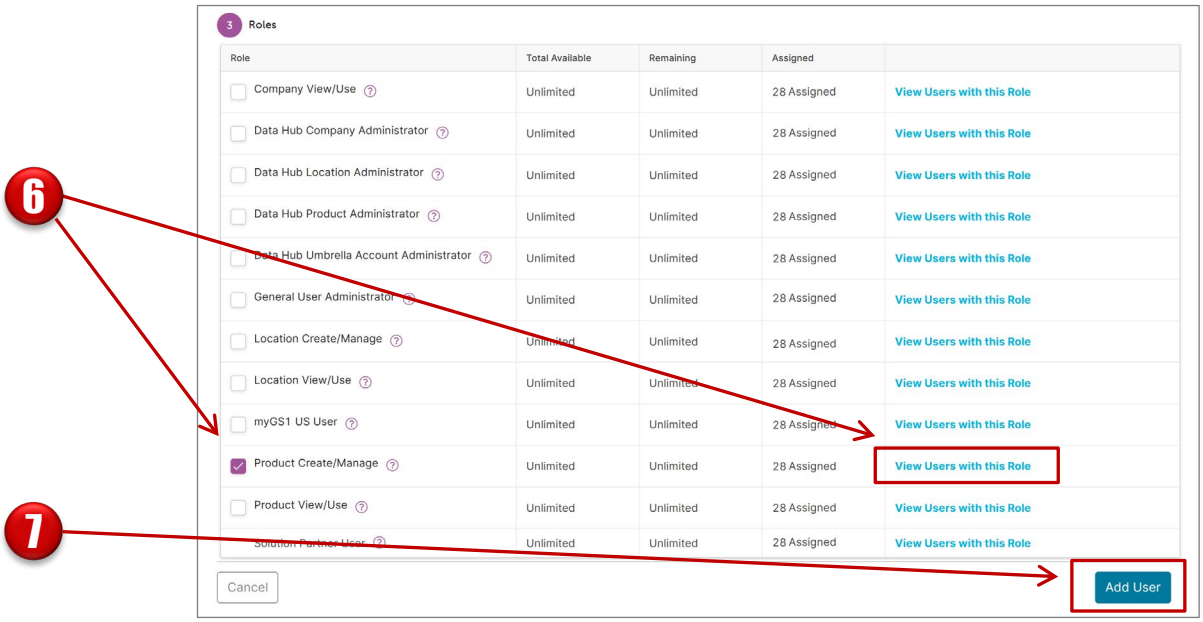


START

5a If the user exists, simply Confirm the Email Address and Click **Add User**.

5b If the user does not exist, enter/confirm the email address and enter first/last name.

CONTINUE



START

6 Assign user roles by checking the box to the left of the desired user role. Unchecking removes an assigned role. Click the ⓘ to view role details.

Optional: Click **View Users with this Role** to view other users that have this role assigned.

Role Columns Defined:

Total Available: "Unlimited" displays in this column.

Remaining: "Unlimited" displays in this column.

Assigned: the number of times the role has been assigned in your company

7 Click **Add User** to save the user details and to send the registration email to the user's email. This user can then set up a password.

STOP

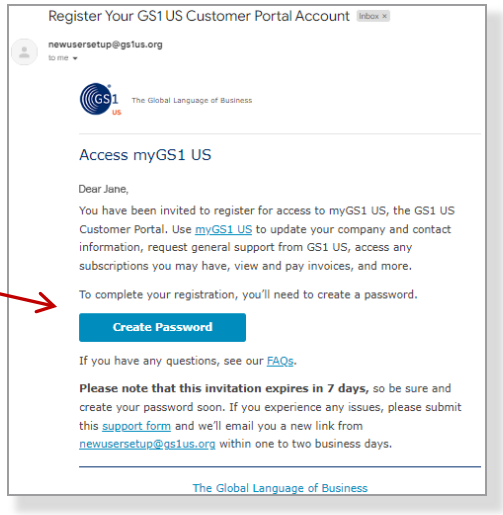
General User Administrator – Activate a User (Additional Prefix)

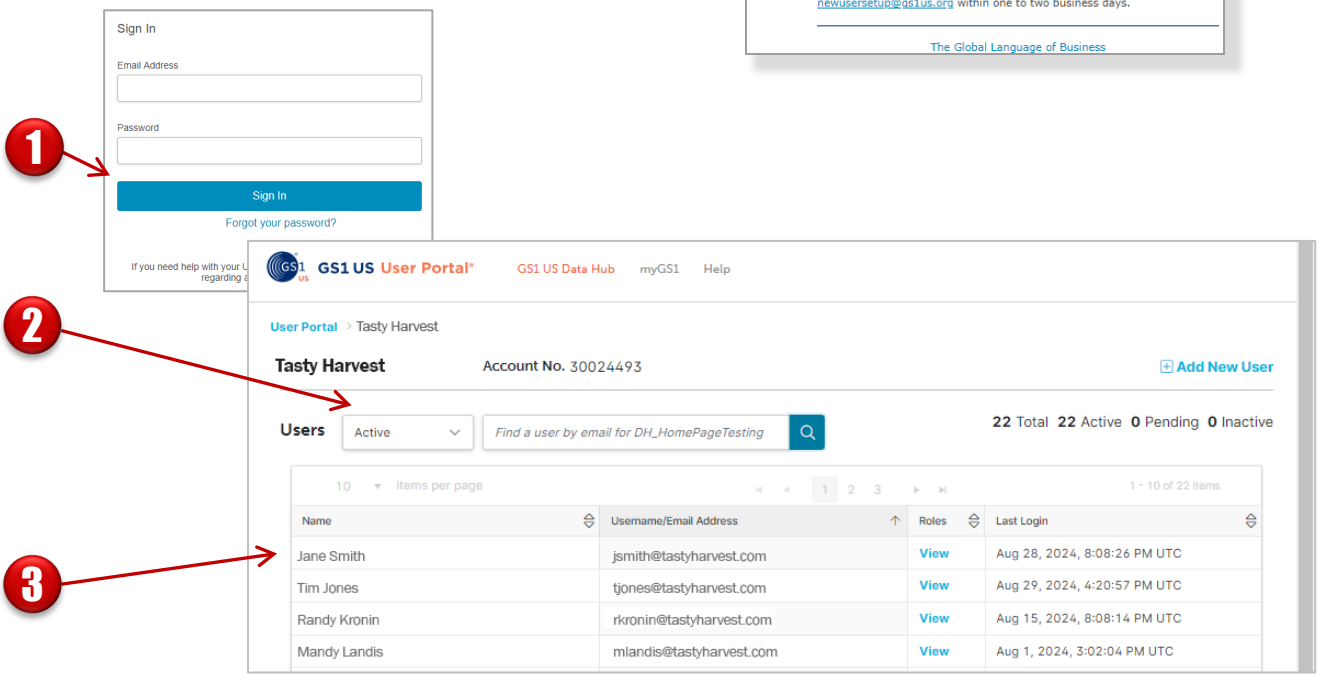
If a new user applies for an additional GS1 Company Prefix for your company, the user is automatically added to the company account as **Pending** without any roles assigned.

An email from **newusersetup@gs1us.org** alerts the General User Administrator when this new user has applied for the additional prefix.

Also, an email from **newusersetup@gs1us.org** is sent to this new user, and provides a link to the User Portal, in which the user needs to add a password and register the account. This moves the user from **Pending** to **Active**.

The GUA can now login into the User Portal and see this **Active** user.



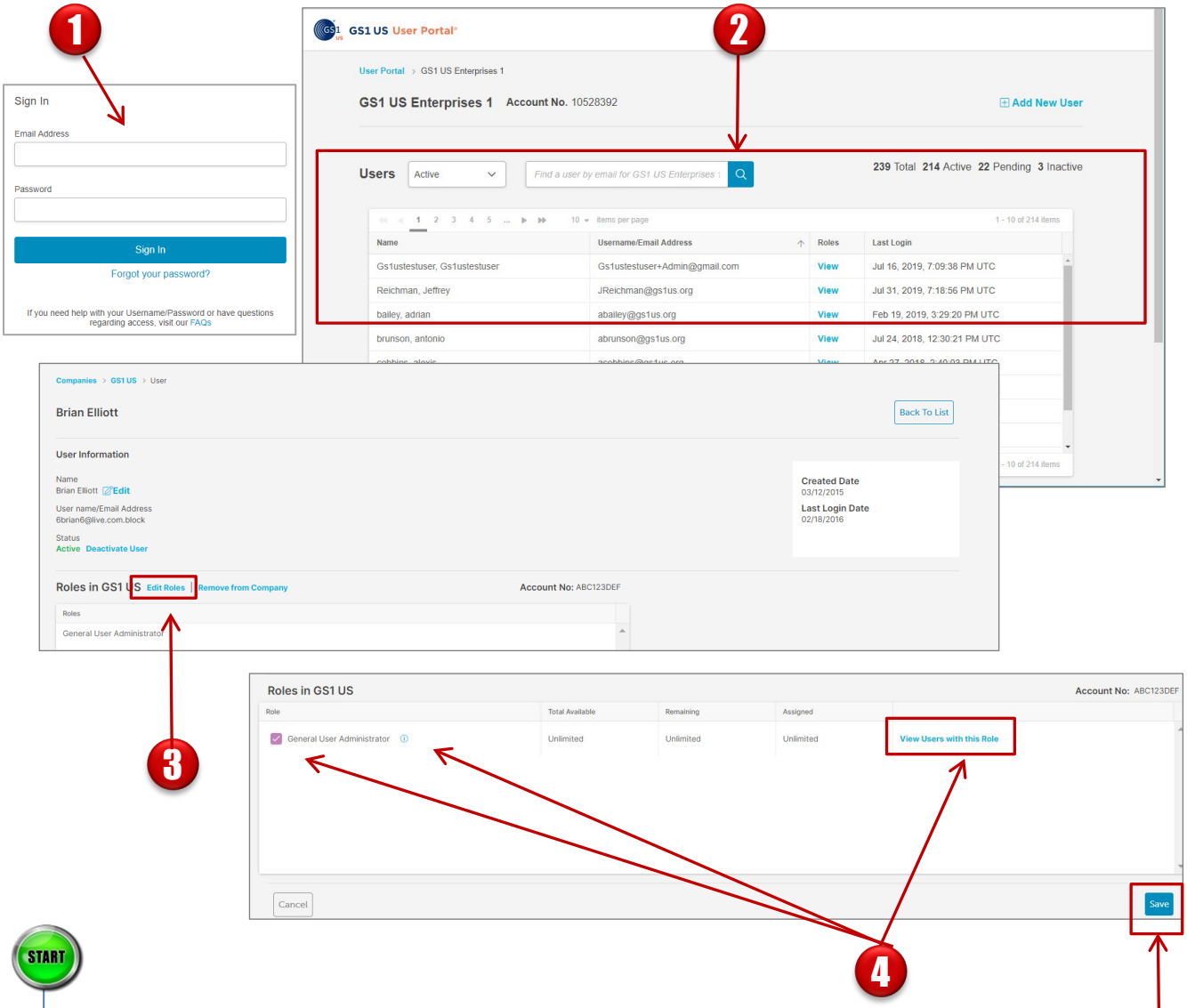


START

1. Log in to the GS1 US User Portal (**https://userportal.gs1us.org**).
2. From the Users drop-down, you will see that a user moves from **Pending** to **Active** after the user has created a password and registered the account.
3. Click the user profile displays to assign roles.

STOP

General User Administrator - Change Previously Assigned Roles



START

1. Log in to the GS1 US User Portal (**https://userportal.gs1us.org**).

2. From the home page for your company, select the desired user. If your company has multiple users, you can enter a few letters of the user's first name, last name, or email in the Search box and click the search icon to display matching users.

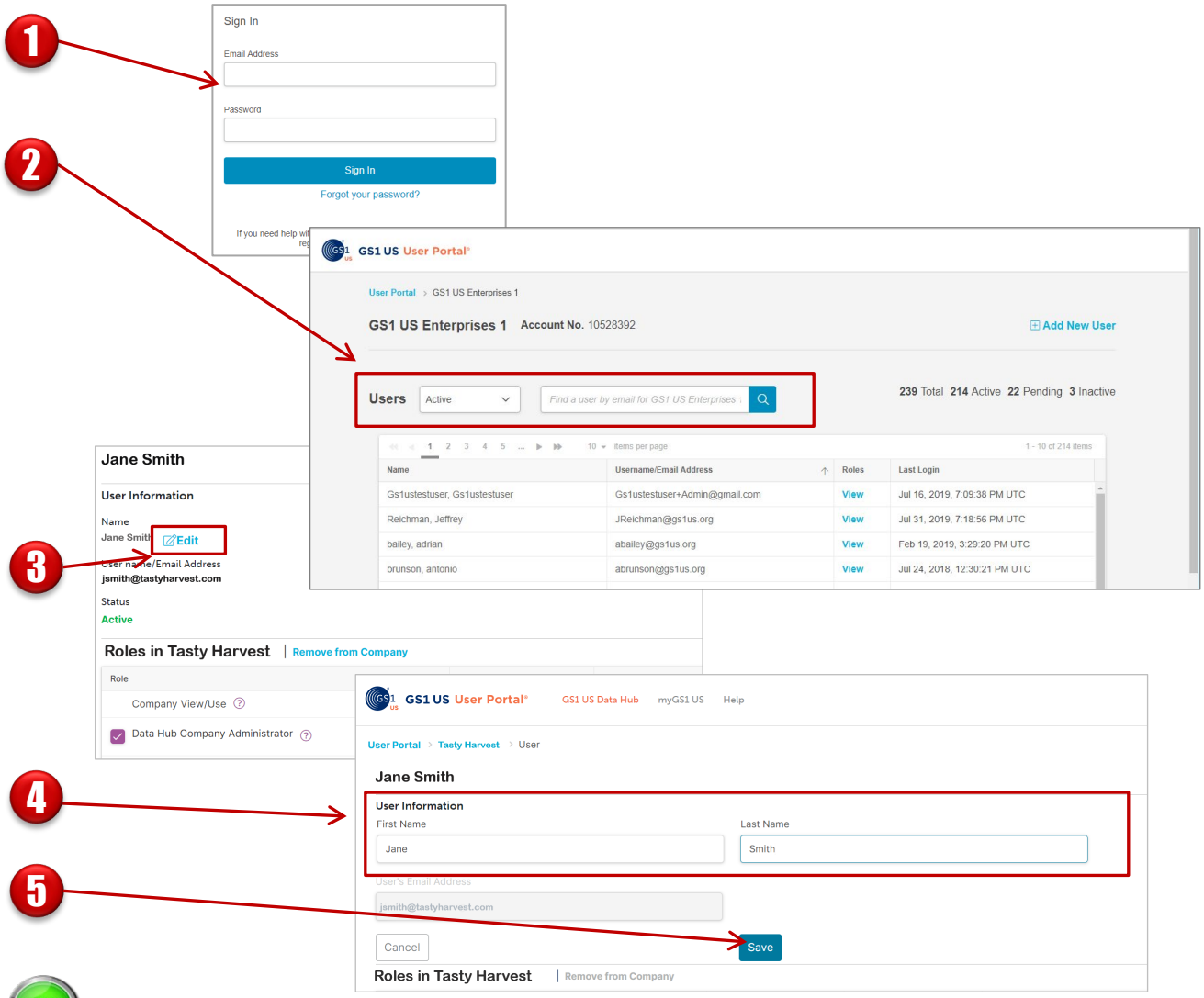
3. Click **Edit Roles**.

4. Assign available user roles by checking the desired user role. Unchecking removes an assigned role. Click the ⓘ to view role details. Click **View Users with this Role** to view other users that have this role assigned.

5. Click **Save** to save the user details and to send the registration email to the users email. This user can then set up their password.

STOP

General User Administrator - Edit Username or Email



START

1. Log in to the GS1 US User Portal (**https://userportal.gs1us.org**).

2. From the home page for your company, select the desired user. If your company has multiple users, you can enter a few letters of the user's first name, last name or email in the Search box, then click the search icon to display matching users. Click the user's row to select.

3. Click **Edit**. See note below if you need to update the email address.

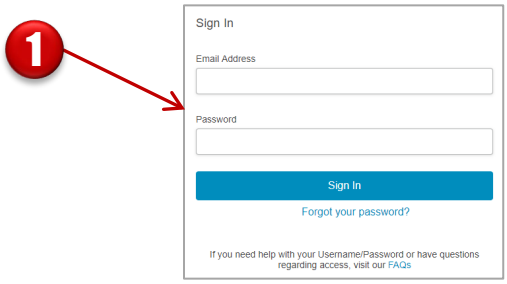
4. Update desired information in First Name and/or Last Name fields.

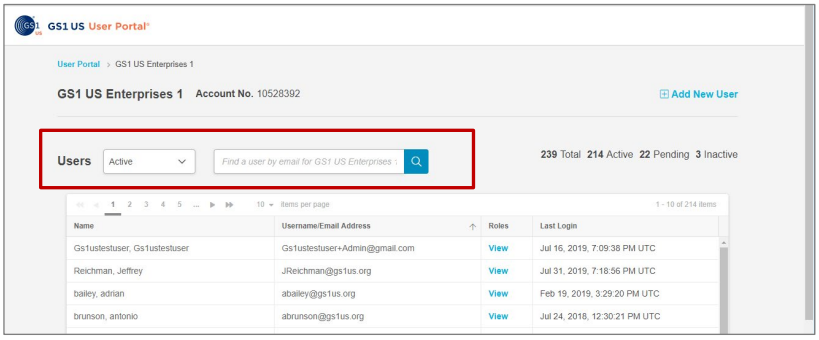
5. Click **Save** to confirm changes.

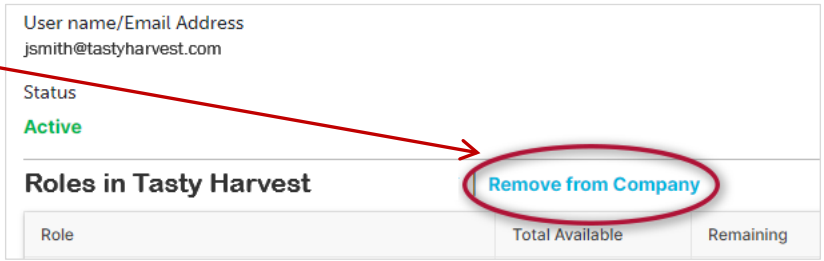
STOP

Note: If you need to update an existing email address, please contact Member Support at **usersetup@gs1us.org**

General User Administrator – Remove a User from a Company





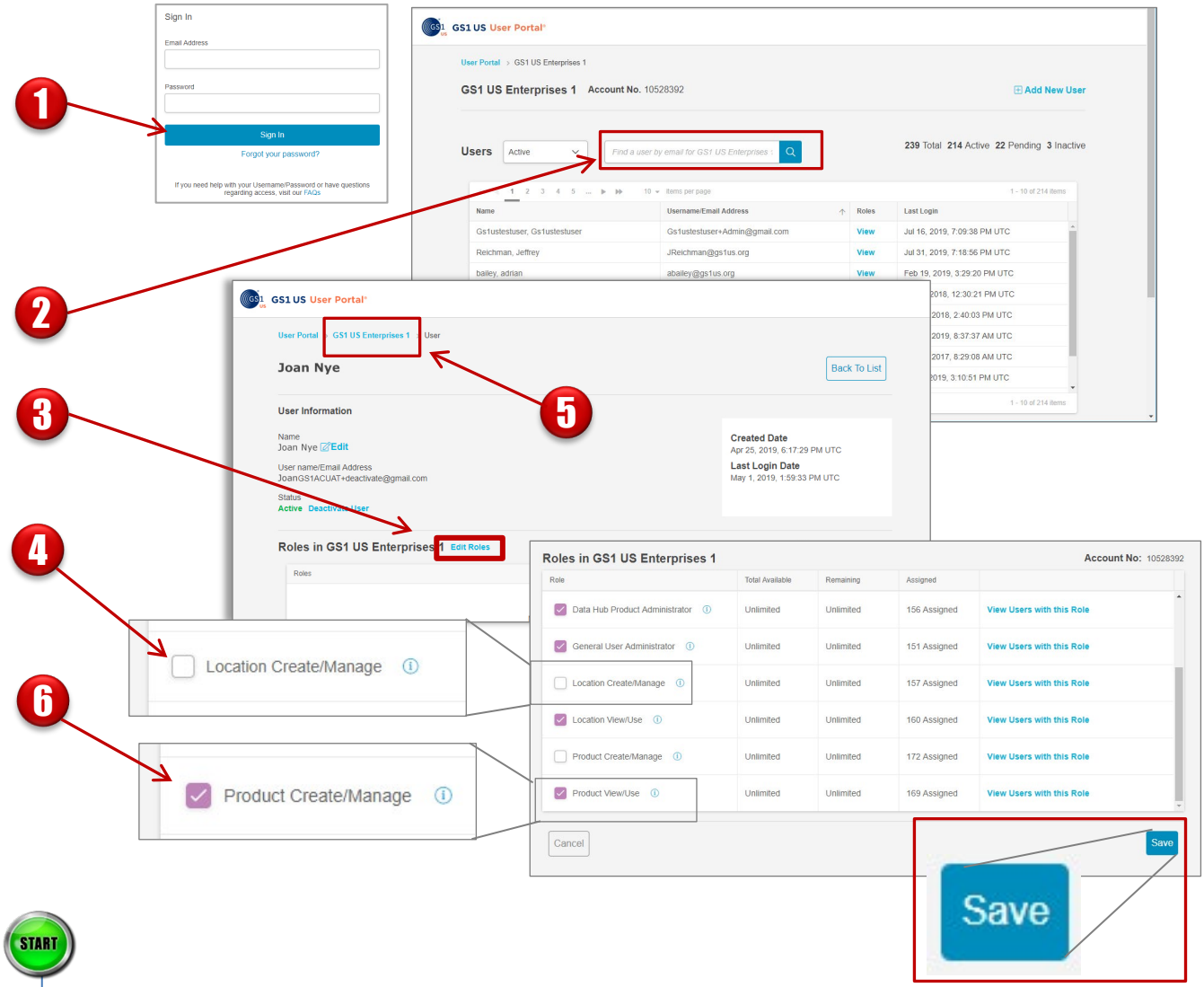


START

1. Log in to the GS1 US User Portal (**https://userportal.gs1us.org**).
2. From the home page for your company, select the desired user. If your company has multiple users, you can enter a few letters of the user's first name, last name or email in the Search box, then click the search icon to display matching users. Click the user's row to select.
3. From the user profile screen, click **Remove from Company**.
4. Confirm information in modal window is correct.
5. Click **OK** to confirm. This user has now been removed from this company account.

STOP

General User Administrator - Reassign Product and/or Location Create/Manage Roles to a New User



START

1. Log in to the GS1 US User Portal (**https://userportal.gs1us.org**).

2. Select the user for which you want to reassign roles. If your company has multiple users, you can enter a few letters of the user's first name, last name or email in the Search box, then click the search icon to display matching users. Click the user's row to select.

3. When the user information page displays, select **Edit Roles**.

4. Uncheck the box for Product Create/Manage or Location Create/Manage and click **Save** to save your changes.

5. Click your company name in the top left corner of the page, then repeat steps 2 and 3.

6. Check the box for **Product Create/Manage** or **Location Create/Manage** and click **Save** to save your changes.

STOP

Support

Visit the GS1 US Data Hub Help Center – you can read answers to frequently asked questions.

You can also fill out the GS1 US Contact Us Form to submit your question.

Or email GS1 US at **usersetup@gs1us.org**